

CITY OF OBERLIN JOB DESCRIPTION
Light Equipment Operator

Title:	Light Equipment Operator	Department:	Public Works
Supervisor:	Public Works Director, Superintendents, field supervisors	Position(s) Supervised:	N/A
Status:	Part-Time, Full-Time Seasonal	Civil Service Status:	Classified/Non-Competitive
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	Not Categorized
		Schedule:	Determined by Superintendent based on operational needs of the Department

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties: The Light Equipment Operator is responsible for operating various equipment and performing manual labor in the process of maintaining the City's streets, infrastructure, water and wastewater treatment facilities, parks, cemetery, and related public facilities, buildings, grounds and equipment. While the Light Equipment Operator works under the direct supervision of the Public Works Superintendents or other staff as assigned, he/she may work independently, in the absence of direct supervision.

The Light Equipment Operator shall work with some independence and be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Light Equipment Operator shall demonstrate effective performance through clear, concise communication; teamwork; proper utilization of resources; personal accountability; and responsibility.

This job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications: Requires the applicant to be 18 years of age or older. Must be able to learn to safely operate and maintain all applicable equipment. Must be able to work with little supervision. This position requires working outdoors, sometimes in inclement weather. Experience working with the public or in a position with public contact highly desirable. Valid Ohio Driver's License required.

An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Primary Job duties: *(Essential functions are identified by an ‘ * ’)*

1. General Duties

- Operates tractors, mowers, weed whips and related power and hand tools to maintain and improve public landscapes as directed.*
- Maintains, repairs and improves the City’s recreational facilities including baseball diamonds, soccer fields and basketball courts, etc.*
- Assists in coordination of services in support of public events.*
- Performs brush and leaf collection. Collects trash from parks.*
- Assists in the maintenance, repair and improvement of municipal streets, infrastructure, water and wastewater treatment facilities, parks, cemetery, and related public facilities, buildings, grounds and equipment.*
- Develops and maintains effective working relationships with those contacted during the course of work.*
- Complies with all safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public.*
- Perform other related duties as assigned.

2. Supervision

- Works under the supervision of the Public Works Director, Public Works Superintendent and/or field supervisors in the Public Works Department as assigned

3. Unusual or Special Working Conditions

- Responds to call-outs in times of emergency.
- Dependability in this position is vital.
- Working hours vary. Generally, working hours are from approximately 7:00 a.m. to 4:00 p.m., Monday through Friday. Special events and operational needs will require flexible scheduling to work before or after the normal working hours and on weekends.
- Applicants must be able to work in an outdoor environment, in various weather conditions including severe weather and in possible hazardous traffic conditions.

Required Knowledge, Skills and Abilities:

- Knowledge of basic safety principles and practices
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials and the public
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion/sound judgment

Work Environment and Equipment Utilized: Standard personal protective equipment and traffic safety equipment is utilized routinely in the job, and the work is performed in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards. Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

Supervisor Signature/Date

Human Resources Signature/Date

Law Director Signature/Date

Appointing Authority Signature/Date

Reviewed by Civil Service Comm: 04/06/11
Reviewed by City Council: N/A